



IDAHO REAL ESTATE COMMISSION
PO BOX 83720, 633 N. 4th St.
BOISE ID 83720-0077
TEL: (208) 334-3285; FAX: (208) 334-2050
(866) 447-5411 toll-free in Idaho
TRS 1 800 377-3529
WEB: www.idahorealestatecommission.com

Commission Use Only

Apprd by/date: _____

Effctv Date: _____ Expires: _____

REE007-9
Rev. 3/04

Real Estate Instructor Approval Application

(Required for any person teaching certified/approved real estate courses to Idaho licensees)

REQUIRED ATTACHMENTS

Checklist	Attachments	Commission Use Only
	Three professional reference letters	
	Proof of education by designation, certification, degree, license, or class attendance, as stated below by applicant	
	Documentation of experience by license history and/or second party verification, as stated below by applicant	
	Explanations, court final order/opinion, to Section F, if applicable	
	25-50 word biography to be placed on the Commission's website	
	\$50 nonrefundable application fee, payable to IREC	
	This fully completed application, submitted <i>at least</i> 60 days prior to any proposed course offering	

A. PERSONAL INFORMATION

Name: _____ SSN: _____

Address: _____

City, State, Zip: _____

E-Mail: _____ Phone: _____ Fax: _____

B. MINIMUM QUALIFICATION: (Indicate which one applies)

Yes	Qualification (54-2032 to 54-2034, I.C.)	Documentation Required
	Qualified or full-time instructor or professor of an accredited college or university in any state or jurisdiction and who teaches real estate related courses.	School administrator's letter documenting this in detail.
	Individual currently approved or certified and in good standing as a real estate instructor for the same or similar course material in any other state or jurisdiction.	Organization's approval.
	Individual who is appointed to teach a nationally recognized real estate course which is generally accepted in other states or jurisdictions.	Organization's approval.
	Individual who has completed the Distinguished Real Estate Instructor (DREI) designation from the Real Estate Educator's Association.	Copy of certificate or letter of award.
	Individual with at least 5 years active real estate-related experience AND who has or intends to successfully complete a Commission-approved instructor training procedure, including a student teaching period.	Copy of degree or transcript.
	Attorney actively licensed in any state or jurisdiction with at least 5 years of active practice in the areas of study proposed to be taught; AND who has or intends to successfully complete a Commission-approved instructor training procedure, including a student teaching period.	Copy of law degree.
	Special consideration requested based upon educational background and experience.	Letter from applicant describing education and experience; AND Copy of certificate, degree or transcript; AND second party verification of experience.

C. PROFESSIONAL REFERENCES: *(Attach letters)*

Each instructor applicant must provide at least three professional reference letters attesting to the applicant's knowledge of and ability to instruct the subject matter the applicant wishes to teach.

D. SUBJECT QUALIFICATION : *(Indicate all that apply to you)*

In considering whether a person could reasonably be expected to train or prepare the average student in a particular subject, the following factors in addition to the minimum standards as set forth in the law will be considered. These factors have been established based on the normal and usual training and experience prevailing in a particular subject. Indicate with a checkmark the specific criteria under which you qualify to teach any of the following topics. ***The Commission will review special consideration requests made in writing based upon educational background and experience.***

- " **Salesperson Prelicense (Module 1 & 2) Courses:** Applicant should have at least 5 years active real estate experience.
- " **Broker Prelicense Course—Brokerage Management:** Applicant should have an active broker's license, and at least 5 years active real estate experience.
- " **Broker Prelicense Course—Law:** Applicant should be an active practicing attorney.
- " **Broker Prelicense Course—Finance:** Applicant should have at least 5 years active experience in real estate and/or finance.
- " **Broker Prelicense Course—Valuation & Analysis:** Applicant should be actively practicing as a state licensed or certified appraiser.
- " **Broker Prelicense Course—Other*:** _____
Applicant should have at least 5 years specialized experience in the desired topic, such as investment, taxation, etc.
- " **Continuing Education CORE Course:** Applicant must be a certified real estate sales prelicense instructor and attend the Commission's live CE Core Course Pilot program.
- " **Continuing Education Elective Course*:** _____
Indicate with a checkmark how you have gained KNOWLEDGE of the REAL ESTATE COURSE MATERIAL you wish to teach. You must provide evidence (i.e. real estate license history, designation, training certificate).
 - " Have at least 5 years experience in a profession, trade or technical occupation in a field directly related to the course I intend to instruct, or
 - " Obtained a bachelors or postgraduate degree in the field of real estate, business, law, finance, or other academic area directly related to the course I intend to instruct, or
 - " Any combination of at least 5 years of full-time experience or college-level education in a field directly related to the course I intend to instruct.

**If courses are not already approved by the Idaho Real Estate Commission, you must submit a completed "Real Estate Course Approval Application".*

E. TEACHING QUALIFICATION: *(Indicate all that apply to you)*

Indicate with a checkmark how you have gained education and experience to EFFECTIVELY COMMUNICATE the subject matter. You must provide evidence (i.e. transcripts, certificates, course evaluations).

1. ADULT LEARNING THEORY

- " Obtained a state teaching certificate, successfully completed college courses in education or adult learning, or
- " Completed (or plan to complete no later than _____) a Train the Trainer workshop or similar, **AND**

2. TEACHING EXPERIENCE

- " Obtained professional teaching designation from the NAR® or REEA, or
- " Taught seminars/workshops, in schools, or in an equivalent setting, or
- " Requesting permission to begin student teaching program through Idaho Real Estate Education Council

F. ADDITIONAL INFORMATION: (Check box for each question)

1. Have you ever had a real estate or other professional or occupational license suspended or revoked for disciplinary reasons or been refused a renewal of a license issued by the state of Idaho or any other state or jurisdiction?
" No " Yes (attach explanation, court final order/opinion)
2. Have you ever been convicted, issued any fine, placed on probation, received a withheld judgment, or completed any sentence of confinement for or on account of any felony, or any misdemeanor involving fraud, misrepresentation, or dishonest or dishonorable dealing, in a court of proper jurisdiction?
" No " Yes (attach explanation, court final order/opinion)

G. SIGNATURE & CERTIFICATION: (Sign & Notarize)

IRREVOCABLE CONSENT TO SERVICE: In accordance with the laws of the state of Idaho to transact business as an instructor in Idaho, I hereby appoint and authorize the Executive Director of the Idaho Real Estate Commission to act as my agent upon whom all judicial and other process or legal notices directed to me may be served. I hereby consent that any lawful process against me that is served upon the Executive Director shall be of the same legal force and validity as if served upon me and that this authority shall continue in force so long as any liability remains outstanding in the state of Idaho. I acknowledge that it is my responsibility to provide the Idaho Real Estate Commission with a full and current mailing address and to immediately notify the Commission in writing of any change thereto. (§54-2033(2bii), I.C.)

CERTIFICATION BY APPLICANT: I certify that all answers are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected or my certification terminated. I understand that upon approval, I will be expected to comply with, protect and promote the purposes, goals and objectives as stated in the Idaho real estate license law and rules and the *Certification Policy*.

Applicant signature

State of _____)
_____) ss
County of _____)

*Notary
Seal*

Subscribed and sworn to before me this _____ day of _____.

Signature of notary public

Residing at _____

My commission expires _____